INDIANA UNIVERSITY
OFFICE OF PURCHASING SERVICES

PROCEDURES MANUAL

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MISSION STATEMENT

<u>Our Vision</u>
Through collaboration, cooperation, creativity, business expertise and technology, we will support educational programs, research, and service by being the preeminent resource for goods and services for the university. We will provide a leadership role through honesty, integrity, efficiency and continuous improvement in all aspects of our operations.

<u>Our Mission</u>
To support Indiana University's academic mission, the Purchasing Department, as a business agent of the university, creates a synergy in product and service procurement that employs effective, innovative methods to procure quality goods and services at a prudent cost. Our responsibility includes providing the university with policies that foster an ethical, responsive and efficient environment and that recognize our obligations to all internal and external constituencies.

CODE OF ETHICS

Throughout all our procurement efforts outlined, we should adhere to the NAEP Code of Ethics.

1. Give first consideration to the objectives and policies of my institution.

2. Strive to obtain the maximum value for each dollar of expenditure.

3. Decline personal gifts or gratuities.

4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. Cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

11. Foster fair, ethical and legal trade practices.

12. Counsel and cooperate with NAEP members and promote a spirit on unity and a keen interest in professional growth among them.

GENERAL INFORMATION

If you are a "new hire" to the University you will have a "new employee" training session offered through Human Resources. This session will typically take place a few weeks after your first day on the job. At that time, you may sign up for the benefits programs offered to IU employees.

Numbers to Remember
FEIN Number – 35 600 1673
Indiana University's Tax Exempt -#0003123294-0008
DUNS number- 00-604-6700

Buyer numbers assigned to each campus
09 through 29	Bloomington
30 through 49	Indianapolis (IUPUI)
55 through 59	Gary (Northwest)
60 through 64	South Bend

General Information cont.

Adjacent to our Administrative Organization hierarchy we have organized the Purchasing Department into Functional Work Teams as follows:

Commodity Teams	Area Responsibility	Team Lead	PCM's	Support Staff
Scientific	Area 1: Rob Halter	Tim Rice	Sara Hammond	Diane Williams
			Tom Westerhof	Ginger Scott Sarah Everhardt
Technology	Area 2: Jill Schunk	Jill Schunk	Jill Schunk	Christy Carrell
			Michelle Dugger	Cynthia Hughes
			Nathan Smith	Linda Smith
			Tally Thrasher	Vicky Woodruff
				Ed Kochert
MRO / Facilities Mgmt	Area 1: Rob Halter	Rob Halter	Phil Cole	Debbie Hull
			Tom Ellis	Dawn Bodle
			Steve Roach (50%)	Phyllis Snow (CFS 100%)
			Joy Stephens	Marilyn Chafey
Furniture / Furnishing	Area 2: Jill Schunk	Tim Rice	Karin Coopersmith	Eva Howe
			Pam Copenhaver	Jamie Zapanta
Professional Services / SubContracts	Area 1: Rob Halter	Claudette Canzian	Claudette Canzian	Linda Smith
			Tim Rice	Linda Blair
			Marianne Malyj (50%)	Cindy Kurpis (50%)
			Rob Halter	Marilyn Chafey
Printing / Advertising / Hospitality / Promotional/ Art	Area 2: Jill Schunk	Claudette Canzian	Deb Richards	Margie Santner
			Pam Copenhaver	Cynthia Hughes
				Jamie Zapanta

Office Supplies / Office Equipment	Area 1: Rob Halter	Rob Halter	Pam Copenhaver	Jamie Zapanta
			Tally Thrasher	Vickie Woodruff
			Karin Coopersmith	Cynthia Hughes

Absences scheduled – Staff will use the meeting scheduler element in outlook and send invitations to their functional work team members and respective supervisors and or support staff with the time scheduled as "free" so that when accepted it will appear on all "team" members calendar as a notation/reminder. You will later need to change the time to out of office on your own calendar so your calendar is accurate.

Absences (unscheduled)
Notify your Functional Team by 8:00 a.m. or as early as possible if you must be absent that day. The person who takes the call should advise others that you will be absent. . Flexible scheduling is allowable for most positions with approval of a supervisor. For more information on Indiana University's flexible schedule policy, visit http://www.indiana.edu/~uhrs/benefits/bulletin/2007/Feb/6.html.

Americans with Disabilities Act
See http://www.indiana.edu/%7Euhrs/policies/uwide/ada.html

Appointment Calendar
Indiana University supports the Microsoft Outlook system for email and electronic calendars. Please keep your Outlook Calendar up to date and provide appropriate access to your purchasing colleagues so that they can schedule appointments for/with you. Purchasing staff should have permission to view your calendar. In additions to the Outlook Calendaring all staff should have Office Communicator installed and utilized on their computers. This will allow others to see your status and facilitate instant messaging with your team. You may also schedule the Purchasing Conference Room or the Meeting Room using Outlook at the Poplars building or by calling 317-274-7831 to schedule the IUPUI UN 542 Conference Room
To schedule:
- Un 542 – Call 317-274-7831
- PO 421 – PUR – Conference Room
- PO 306 – PUR – Meeting Room

In making the appointment for the Poplars rooms, type "pur – conference room" or "pur – meeting room" as one of the invitees. You will receive a confirmation if the room is available.

Business Attire
Everyone is expected to wear suitable, clean professional attire for the office. On Friday business casual is acceptable attire.

Business Cards
IU Business Cards: You may order your own business cards by contacting your local department business officer.

Business Hours
- Core working hours are 8:00 a.m. to 12:00 noon, and 1:00 p.m. to 5:00 p.m.

- Flex-time for non exempt staff is allowed with the permission of supervisors. The time period during which they may "flex" is as early as 7:00 a.m. until as late as 6:00 p.m. with no less than one-half hour for lunch (between 12:00 noon and 1:00 p.m.). If * non exempt staff work outside of normal working hours, the phones should still be answered during office hours. This means someone may have to cover the phones in your area

- Non exempt staff should not work more than 40 hrs/week without prior approval from one of the directors. This includes travel time to meetings at other campuses, etc.

- Breaks for non exempt staff are 15 minutes (one in the a.m. and one in the p.m.) and may be taken at a time coordinated with others, but the time should be taken at the non exempt staff's discretion. Breaks should not be used to cover late arrival or early departure.

Business Travel
- If you have a meeting on another campus, you should seek approval of your supervisor prior to traveling to the campus. If approved you may apply for reimbursement for your travel. See http://www.indiana.edu/~travel/ for information regarding travel reimbursements. You will incur the costs and will be reimbursed.

- If your travel is to a supplier's site, particularly if the supplier is paying for the travel and per diem, you must receive approval from your supervisor before taking the trip.

Conflict of Interest
All employees under Office of Procurement Services are required to complete an annual COI disclosure form and all forms will be kept at the IUB office. Only forms that have some type of disclosure will be forwarded on to University Counsel.
http://www.indiana.edu/~purchase/policies/pdf/conofint.pdf

Compliance Training (Mandatory for Supervisors and Managers)
See http://www.indiana.edu/%7Euhrs/policies/nonunion/1.0/1.4.html

Equal Opportunity and Affirmative Action Policy
See http://www.indiana.edu/%7Euhrs/policies/uwide/eoaa.html

Equipment
Presentation equipment may be available on your campus; you need to see your LSP (local support provider) to make arrangements for use.

Filing
Refer to "Shared Drive/Backup Files"

Family and Medical Leave Act
See http://www.indiana.edu/%7Euhrs/policies/uwide/fmla.html

Legal Compliance Training (Campus specific to Bloomington)
All supervisors are required to attend university sponsored compliance training conducted by Human Resources. For more information, visit:
http://www.indiana.edu/~uhrs/training/bloomington/lc/

Outlook Exchange
This is our email and calendar system. One of the first things you should do is familiarize yourself with the features of Outlook: distribution lists, personal contact files, archiving emails, calendaring features, etc. You are expected to use the Outlook calendar and to keep your calendar up to date. Purchasing staff should have permission to view your calendar.

Parking
See http://www.parking.indiana.edu/. IU employees must buy a parking permit if they wish to park on campus parking lots or in campus parking garages. The highest level, "A," is reserved for faculty and staff. You may register for a parking permit on-line. This permit does NOT guarantee a parking place – it is merely a permit to find a place. At IU Bloomington many neighborhoods around the campus have a City of Bloomington enforced parking restriction. The neighborhood parking restriction is intended to provide parking places for the

residents who live on the street. Please note: Halls of Residence operates their own parking operations. For example, you may not park in "D" lots with an "A" sticker. Most residence centers will have a few "A" spots available. If you have an IUPUI "A" tag it gives you parking privileges in the IUB parking garages.

At IUPUI an "A" tag or sticker does not give you access to the parking garages, only surface "A" lots.

While all parking tags are recognized at Regional Campuses you are advised to contact their respective parking operations if there is doubt about the corresponding parking surfaces and parking tags allowed.

Personnel Policies
See http://www.indiana.edu/~uhrs/policies/index.htm

Records Office
Reference "Share Drive/Backup Files"

Recycling
IUB: http://www.indiana.edu/~phyplant/recycling.html
IUPUI: http://www.cfs.iupui.edu/recycle/

Safeword Card
Safeword Cards, which are issued by UITS, are required in order to access IU's secured systems. Our staff will assist you in securing your Safeword Card.

Sexual Harassment Policy
See http://www.indiana.edu/%7Euhrs/policies/uwide/sexual_harass.html

Smoking
Smoking is prohibited on campus.

Staff Meetings
Full staff meetings are conducted every other Tuesday morning at 9 a.m. via teleconference in the Purchasing Conference Rooms on your respective campuses. Our meetings begin *promptly* at 9:00 a.m.

Terms and Conditions (T&C)
We have standard T&C that we use in our agreements or as addenda to purchase orders and for language in our solicitation documents. The T&C and contract clauses are available on the Purchasing Department Resource tab on the EPIC portal.

Teleconference
If a proposed meeting will involve multiple staff from multiple campuses, it may be easiest to schedule a teleconference you may also want to use new technology tools such as Netmeeting or Breeze which allow sharing files. The following link will guide you through the process.
http://uits.indiana.edu/page/alst
Click on the "IU Conference Call Services page" link;
Click on appropriate campus form, complete the form, and submit.

Telephones
See CAMPUS TELEPHONE GUIDE for instructions regarding features and use of telephones. You will receive a long-distance access code that will permit you to make long-distance calls.

Calls from an IU number typically ring one time. Calls from an external number typically ring twice.

Time Sheets
Non Exempt Staff record their time on a daily basis in the TIME system and submit it at the end of each two-week pay period to their supervisors for approval. PA staff must also submit monthly time sheets for approval via the e-PTO system.

Vacation (Paid Time Off *aka* PTO)
Vacation time should be scheduled in a manner that does not conflict with others in the group and must be approved by your supervisor. In like respect Non Exempt Staff should cooperatively approve vacation time requests in your respective functional groups. Time off is reported in segments of days for Exempt Staff as opposed to hours for non exempt staff. See:
http://www.indiana.edu/~uhrs/handbook/timeoff.html

All Holidays and weather related closures are in accordance with the schedules and guidelines for your home campus, and you should report any variances to your functional team.

Video Conferencing

As of March 27, 2010, you can use your Microsoft Office Communicator client to make video calls to videoconference room systems and multi-point conferences on the IU video bridge. For more, watch the video tutorial.

Following are some examples of possible Office Communicator video calls:

- **Connect to Video Bridge 101:** Enter <u>22101@vc.iu.edu</u> , and then right-click the contact that appears and select **Start a Video Call**.

- **Connect to the videoconference room system called in-uits-it-203:** Enter <u>in-uits-it-203@vc.iu.edu</u> , and then right-click the contact that appears and select **Start a Video Call**.

- **Connect to the copybird, a toy parrot that repeats what you say:** Enter <u>copybird@vc.iu.edu</u> , and then right-click the contact that appears and and select Start a Video Call. Calling the copybird is a good way to verify that your webcam and headset are working before you connect to a "real" conference room.

- **Connect to an IP address:** Enter <ip address>@vc.iu.edu (replacing <ip address> with the IP address to which you want to connect), and then right-click the contact that appears and select Start a Video Call.

- **Connect to an E.164 number:** Enter <e.164>@vc.iu.edu (replacing <e.164> with the E.164 number to which you want to connect), and then right-click the contact that appears and select Start a Video Call.

For more information about Office Communicator videoconference room integration, visit the IU Knowledge Base:
 https://kb.iu.edu/data/aznh.html
You can also watch a short (2:45) how-to video at:
http://tinyurl.com/ocsvcmovie

For additional assistance contact Nathan Smith at 317-278-2062
<u>nrsmith2@iupui.edu</u>

<u>Voice Mail</u>
Voicemail messages should be returned as soon as possible. We have a Unified Voicemail System that will forward your voicemails to your Inbox in Outlook.

<u>Weapons</u>
No weapons of any type may be brought onto IU property.

<u>Whistleblower Policy</u>
IU has developed a policy to protect any IU employee or other member of the IU community who makes a good-faith disclosure of suspected wrongful conduct. See <u>http://www.indiana.edu/~policies/Whistleblower.html</u>.

<u>Work Area</u>
Radios may be allowed in the work area if approved by a supervisor and it does not interfere with or disturb the work of others.

<u>Work Related Problems</u>
Work-related problems should be taken to your immediate supervisor; and, if the problems are not resolved, you should refer to "Your Job and Benefits."

PURCHASING TECHNOLOGY INFRASTRUCTURE

Procurement Systems and training

The Electronic Procurement and Invoice Center (EPIC), is the electronic system used by Indiana University for requisition processing. EPIC utilizes the OneStart Workflow system to route electronic documents (edocs) for approval. The system permits universal access to on-line catalogs and requisition creation for University faculty and staff with an id and password. A SafeWord card authentication protocol must be completed for those employees whose roles include the ability to approve EPIC edocs. In 2011, Purchasing will migrate from EPIC into a new community-source ERP system called KAULI. For more information on KUALI, visit http://www.kuali.org/.

Reports on purchasing data may be generated using the IUIE, https://uisapp2.iu.edu/ie-prd/IuieHome.do?forward=IuieHome.
 Select the following:
1. Catalog
2. Master Catalog
3. Financial (folder)
4. EPIC – Purchasing & Accounts Payable
5. Purchase Order Summary
6. View Report

The Purchasing Contract Managers (PCMs) are responsible for identifying the appropriate supplier, assisting the supplier in developing the catalog, and working with our Business-to-Business (B2B) integration partner SciQuest to implement the catalog. Other methods of procurement (typically at the departmental level) are: procurement cards (PCards), Automatic Purchase Order (APO), and Contract Purchase Order.

Staff should have working knowledge of Outlook, Excel, Word and FaxPress. Some positions may require knowledge of PowerPoint and Access. If your position requires you to use a software package with which you are unfamiliar, you should sign up immediately for a UITS training class. You can find information on these classes at: http://ittraining.iu.edu/.

Shared Drive/Backup Files

The Purchasing desktop technological infrastructure may be somewhat different from other departments or operations. All of your software programs reside on your workstation and your files are maintained on our server. This configuration

provides automatic backup of your files each night. If the server goes down, you will be able to use Word, Excel, and other programs but your files will not be available until the server is once again available.

PCMs and Purchasing Assistants should save their work on the shared drive *(see figure 1)*. This open directory access permits your colleagues to access your work in your absence.
Figure 1 – View of the Purchasing Shared Drive
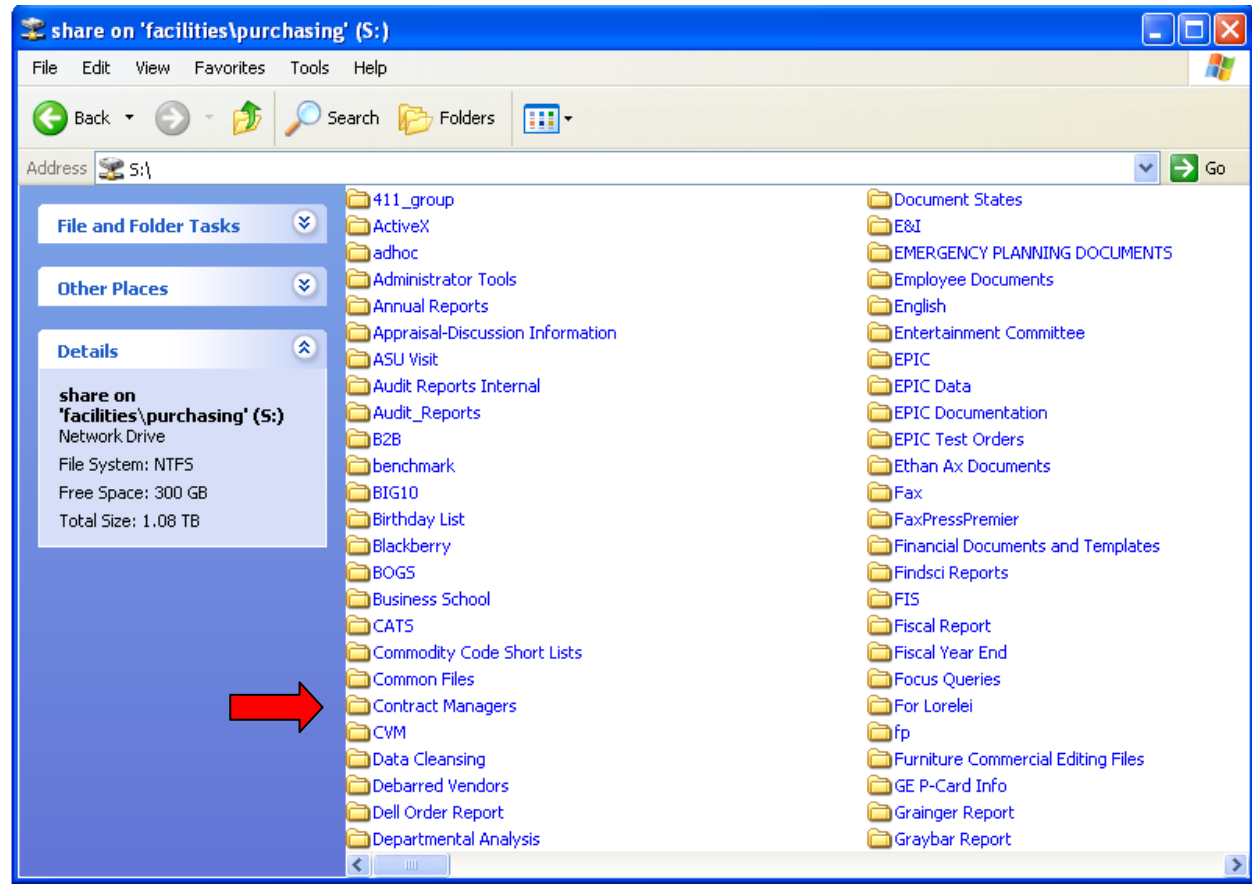
For detailed instructions on how to used the shared drive and maintain your files please reference the tutorial located at
http://www.indiana.edu/~purchase/training/records/Records%20tutorial.htm

Security

Our on-line systems require a security system maintained by the University Information Technology Services (UITS) group. The security involves a Safeword card that has a pin number assigned to it. You will enter the pin number and receive a password from the card, and you will then enter the response to the password into the computer system you wish to access. Since our department is more "externally" focused than most with regard to business email contacts, it is imperative that you are careful about opening documents that might contain a virus or worm. The UITS staff asks us to delete email messages that have "executable" files attached to them as well as messages from unknown sources.

ENVIRONMENT

Leadership

Indiana University is governed by a nine-member board known as the Trustees of Indiana. Administrative leadership is provided by the president of Indiana University, an executive vice president, seven vice presidents, and a chancellor for each of the eight campuses. In addition, a variety of administrative units and offices work together to provide support for the ongoing business and success of Indiana University and its students.

For a complete listing of the University executive offices go to:
http://www.iu.edu/leadership/vice-presidents.shtml

Campus Financial Vice Chancellors

Bloomington	Jim Donges IUB & Steve Keucher UA
Indianapolis	Dawn Rhodes
Gary	Joe Pellicciotti (Administration)
	Marianne Milich (Finance)
South Bend	Bill O'Donnell
Kokomo	Tim Sehr
Richmond	Dan Dooley
New Albany	Dana Wavle

Purchasing reports to Vice President and Chief Financial Officer, Neil Theobald.

The purchasing organization is a central administration function and as such is responsible for procurements for the entire university.

See the organization and functional organization charts at this site:
http://www.indiana.edu/~purchase/about/purorgchart.shtml
http://www.indiana.edu/~purchase/about/orgchart.shtml

You may find more detailed information on-line under Administration on this page: http://www.indiana.edu/.

Responsibility Centers

The budgetary system used at IU places budgetary responsibility at the level of income generation. These income-generating units are called Responsibility

Centers (RC) and the system is referred to as Responsibility Centered Management (RCM). Each RC will have multiple account numbers from various sources: general fund; income (tuition or other income producing activities); grants; and foundations. Within the parameters of IU Institutional Policies, the RCs may make decisions regarding projects and procurements at the RC level. Occasionally, a school or RC will over draw their accounts. At that time, the Budget Office may impose restrictions on their purchases. Similar restrictions of use may be imposed upon funds generated from state, federal or private grants.

The head of each RC is typically a Dean (of an academic school) or Vice Chancellor (typically of an administrative unit). Deans generally have a number of sub-units or specific academic units named departments that are headed by chairmen reporting to them. To use the College of Arts and Sciences (COAS) as an example, the Dean of COAS has multiple departmental chairpersons who manage departments such as the mathematics department or the English department. While there may be varying degrees of autonomy among the chairpersons, the Dean of the school is ultimately responsible for maintaining his/her school's academic mission and budgetary integrity.

Non-RC units, such as most central administration operations, receive subsidies for operation from the RC units. Each RC unit is charged an overhead expense that provides its contribution to the institutional infrastructure.

* We tend to use the titles buyer, purchasing agent and purchasing contract manager interchangeably.

JOB ROLES

Purchasing Contract Manager

Purchasing Contract Managers (PCMs) are the interface between the University and the business community. They are responsible for procuring products and services at a prudent price. Various factors contribute to this decision-making process: specifications, function of the goods or service, delivery dates, quality, and price. Additionally, they must also consider total costs of ownership which include the entire procure-to-pay process and all associated costs in between.

In meeting responsibilities, the Purchasing Contract Manager must be certain that they fairly and accurately represent the needs of the institution to the suppliers. At times, they will serve as the advocates for the institution, but there will also be occasions when suppliers will require assistance in communicating complex issues to members of the campus community.

Other responsibilities are to direct the activities of the Institutional Purchasing Representatives, identify areas that can benefit from efficiencies of larger contracts or coordinated campus efforts, work with departments to create better understanding of institutional policies and procedures, develop contracts applicable to the Business-to-Business (B2B) platform, assist departments in make-or-buy decisions, and develop institutional contracts. In all of these efforts, it is important to keep in mind the vast interconnectedness of the IU system. As new projects are developed it is wise to coordinate your efforts with all other parties that might be affected by your efforts.

Assistant Director of Procurement Systems

Under minimal supervision, oversee, manage, specify, model, develop, test, assess, enhance, maintain, and implement all components of the university-wide enterprise procurement system, including transaction processing, decision support, and integration with local tools. Evaluate and propose new technologies and develop business plans for implementation. Assess, evaluate, and maintain existing technologies for optimal performance and effectiveness for all university staff that use procurement tools and data. Use enterprise data to perform business analyses to meet department objectives, manage projects, uncover policy or procedural problems, and propose solutions.

Director of Procurement Systems

Provide strategic oversight of the development and maintenance of the university-wide enterprise procurement and travel systems, including transaction processing, decision support, and integration with local tools. Determine what new technologies and business plans will be adopted for systems implementation.

Propose solutions and designs of the procurement system for UITS Purchasing/AP development staff.

Provide representation to the Data Steward committee for Purchasing and Travel.

Manage:
- Communications related to all groups that report to the Assistant Vice President.
- EPIC & Travel documentation
- EPIC
- Purchasing monthly audit reports
- Training modules for Purchasing and Travel
- Website designs for Purchasing, Travel and Surplus Stores
- B2B and e Invoicing processes
- Purchasing Records
- Vendor workgroup

Supervise the Assistant Director of Procurement Systems, Senior Communication & Training Specialist, an Institutional Purchasing Representative and the EPIC Vendor Workgroup positions.

Director of Program Services

Provide daily management and administration of the Poplars Building, Materials Management, and an assigned work group in the Purchasing Department. Initiate and oversee development of Mission Statements, Service Standards, policy and procedures for Materials Management and Poplars; and participate in the development of policies and procedures in Purchasing. Responsible for all financial aspects of Purchasing Department, Materials Management, and Poplars which includes budget creation, approving expenditures, reconciling accounts, and generating revenue. Supervise professional, service

maintenance, and Institutional Purchasing Representatives. Oversee all administrative personnel matters for Purchasing and Materials Management. Initiate, coordinate, host, and moderate various meetings, shows, and retreats. Compile data and create various reports. Provide support to all entities that report to the Assistant Vice President of Purchasing.

Executive Directors of Purchasing

Provide Strategic Procurement leadership for the Indiana University Purchasing Department. Advise senior University Administrators on tactical Procurement approaches for maximizing the utilization of the University's available resources, thereby enhancing the University's competitive position and contributing to the overall mission of the University. Leads strategic and tactical execution of sourcing strategies and initiatives which provide strategic benefit in cost, quality, responsiveness and continuity.

Deploy, administer and sustain a responsive environment for the purchase of goods and services including developing policy, supervision of Purchasing staff on all IU campuses and management of projects within the scope of Purchasing's Mission and Vision. Joint development of purchasing policy, procedures and systems for diverse commodities and constituents. Engineer strategic procurement functions and the evolving technologies, policies and procedures of this dynamic work environment. Assist and support the Associate Vice President of Procurement. Serve as business agent for the University and exercise authority to commit University resources. Serve on the Purchasing Services Strategic Sourcing Team.

Prepare budget recommendations; verify, monitor and reconcile expenditure of budgeted funds.

Director of Purchasing Administration

Deploy, administer and sustain a responsive environment for the purchase of goods and services including recommending policy, and management of projects within the scope of Purchasing's Mission and Vision. Joint development of purchasing policy, procedures and systems for diverse commodities and constituents. Engineer strategic procurement functions and the evolving technologies, policies and procedures of this dynamic work environment. Assist and support the Executive Directors for Purchasing services. Serve as business agent for the University and exercise authority to commit University resources. Initiate University business-to-business (b2b) contract negotiations; coordinate and facilitate the implementation of b2b agreements with suppliers and the

purchasing contract managers. Serve on the Purchasing Services Strategic Sourcing Team.

Director of Purchasing Operations

Deploy, administer and sustain a responsive environment for the purchase of goods and services including recommending policy, and management of projects within the scope of Purchasing's Mission and Vision. Joint development of purchasing policy, procedures and systems for diverse commodities and constituents. Engineer strategic procurement functions and the evolving technologies, policies and procedures of this dynamic work environment. Assist and support the Executive Directors for Purchasing services. . Serve as business agent for the University and exercise authority to commit University resources. Serve on the Purchasing Services Strategic Sourcing Team.

Purchasing Assistants/Buyers

Working in assigned commodity areas, and under *general* direction of Purchasing Contract Managers, secure goods and services at the most cost-effective price, and encourage competition while promoting ethical business practices with all parties, and maintaining the highest level of integrity. Administer contracts and price agreements, which require knowledge of products, pricing, discount structure, terms, and how vendors require orders be placed. Place purchase orders, select vendor sources, compose and prepare correspondence, secure quotations, expedite orders, maintain confidential document files, exercise given fiscal responsibility, and function as a resource. *It is important to recognize that these services are provided for all of our campuses.*

Senior Communications and Training Specialist

Plan, develop, and execute a full range of communications and training programs in the areas of procurement including supplier analysis and research, requisitioning, procurement policies, procurement procedures, and contract creation and management. This includes campus and university-wide events, special functions, training sessions, webinars, and large- and small-end presentations. Provides consultative support, expertise and direct services to the Associate Vice President of Procurement Services and Directors in Procurement Services. Manages all aspects of the process for planning and implementation

of vendor relationships associated with procurement communications and programs.

Vendor Work Group Specialist

The EPIC Vendor Workgroup approves and disapproves vendor additions and modification requests, ensuring EPIC vendor integrity. Responsible for securing W-9 forms, and follows up as needed. Maintains vendor records for correctness and accuracy. Reviews all forms (W-9 and W-8BEN) and ensures only legitimate vendors are entered into EPIC. Updates database of W-9's, W-8BEN's and ACH Agreements. Manages Purchasing Department Fax Press. Routes all incoming faxes and researches failed faxes. Serves as a back-up for retrieving records needed by staff.

CONTACT INFORMATION

Indiana University Purchasing Department

Name	Buyer #	Title	Email Address	Phone
Becker, Brian		Assistant Director of Procurement Systems	bbecker@indiana.edu	812-855-7339
Blair, Linda		Purchasing Assistant/Buyer	liblair@indiana.edu	812-855-5037
Bodle, Dawn		Purchasing Assistant/Buyer	dbodle@indiana.edu	812-856-6715
Bristoe, Melonee		Director for Program Services	mbristoe@indiana.edu	812-855-5646
Canzian, Claudette	44	Director of Purchasing Operations	ccanzian@iupui.edu	317-274-7405
Carrell, Christy		Purchasing Assistant/Buyer	ccarrell@indiana.edu	812-855-8423
Chafey, Marilyn		Purchasing Assistant/Buyer	mchafey@iupui.edu	317-274-7419
Cole, Phil	21	Purchasing Contract Manager	pcole@indiana.edu	812-855-4283
Coopersmith, Karin	17	Purchasing Contract Manager	kcoopers@indiana.edu	812-855-3198
Copenhaver, Pam	45	Purchasing Contract Manager	plpierce@iupui.edu	317-274-5343
De Vol, Marsha		Purchasing Assistant/Buyer	mdevol@indiana.edu	812-855-2223
Dugger, Michelle	26	Purchasing Contract Manager	mldugger@indiana.edu	812-855-9454
Everhart, Sarah		Purchasing Assistant/Buyer	smcole@iupui.edu	317-274-0102
Ellis, Tom	11	Purchasing Contract Manager	thellis@indiana.edu	812-855-9952
Halter, Rob	39	Executive Director of Purchasing Services	rhalter@iupui.edu	317-274-7746
Hammond, Sara	42	Purchasing Contract Manager	sahammon@iupui.edu	317-274-5341
Howe, Eva		Purchasing Assistant/Buyer	ehowe@iuk.edu	765-455-9233
Hughes, Cynthia		Purchasing Assistant/Buyer	cyhughes@indiana.edu	812-855-4382
Hull, Debbie		Purchasing Assistant/Buyer	dhull@indiana.edu	812-855-4283
Kisters, Marilyn		Director of Procurement Systems	mkisters@indiana.edu	812-855-5547
Kochert, Ed		Purchasing Assistant/Buyer	ckochert@ius.edu	812-941-2338
Kurpis, Cindy		Purchasing Assistant/Buyer	ckurpis@iun.edu	219-980-6865
Malyj, Marianne	56	Director, Office of Purchasing, IU NW	mmalyj@iun.edu	219-980-6627
Meeker, Lorelei	14	Associate Vice President	lmeeker@indiana.edu	812-855-5646
Rice, Tim	10 & 20	Director of Purchasing Administration	trice@indiana.edu	812-855-8749

Name	ID	Title	Email	Phone
Richards, Debbie	63	Director of Purchasing & Contracts Adm., IU SB	drichard@iusb.edu	574-520-4580
Roach, Steve	35	Purchasing Contract Manager	srroach@iupui.edu	317-274-5031
Santner, Margie		Purchasing Assistant/Buyer	msantner@iue.edu	765-973-8233
Schunk, Jill	27	Executive Director of Purchasing Services	jschunk@indiana.edu	812-855-8423
Scott, Ginger		Purchasing Assistant/Buyer	gscott@indiana.edu	812-855-8749
Smith, Linda		Purchasing Assistant/Buyer	lismith@iupui.edu	317-274-7831
Smith, Nathan	40	Purchasing Contract Manager	nrsmith2@iupui.edu	317-278-2062
Spyker, Kasi		Vendor Workgroup Specialist	kspyker@indiana.edu	812-856-3057
Sylvester, Laurie		Purchasing Assistant/Records	lsylvest@indiana.edu	812-855-8749
Thrasher, Tally	46	Purchasing Contract Manager	tthrashe@iupui.edu	317-274-7404
Waugh, Travis		Sr. Communications and Training Specialist	xxxxxxx	317- xxx-xxxx
Westerhof, Tom	62	Purchasing Contract Manager	towester@iusb.edu	574-520-4399
Williams, Diane		Purchasing Assistant/Buyer	dimwilli@iupui.edu	317-274-7371
Woodruff, Vickie		Purchasing Assistant/Buyer	vwoodruf@iupui.edu	317-278-4670
Zapanta, Jayme		Purchasing Assistant/Buyer	yzapanta@iupui.edu	317-274-8978

Licensing & Trademarks
Poplars Building, Rm 410
400 E 7th St
Bloomington, IN 47405
Fax 812-855-5565

Name	Title	Email	Phone
Valerie Gill	Director	vkgill@indiana.edu	812-855-6794
Robin Cooper	Assistant Director	cooperrl@indiana.edu	812-855-8830

Travel
Poplars Building Rm. 120
Bloomington, IN 47405
Fax 812-855-8866

John Harner	Director	jharner@indiana.edu	812-855-2873

Business Diversity
1100 Waterway Blvd, Ste 55A
Indianapolis, IN 46202
Fax 317-278-5385

Loretta Gurnell	University Business Diversity Director	lgurnell@indiana.edu	317-278-5383; 812-855-4060
Lynn Mimms	Business Diversity Coordinator	jlmimms@indiana.edu	317-278-5384

Purchasing Directors at Other Universities in Indiana

BALL STATE UNIVERSITY Rhodene Upchurch Director, University Purchasing & Central Stores Purchasing Office Ball State University 3401 N. Tillotson Ave., SV 125 Muncie, IN 47306 765-285-1532 rupchurch@bsu.edu	**INDIANA STATE UNIVERSITY** Kevin Barr Director of Purchasing & Stores Terre Haute, IN 47809 812-237-3600 Kevin.barr@indstate.edu
IVY TECH STATE COLLEGE James M. Hudson Chief Procurement Officer Central Office, Rm 328 1 W. 26th Street, Indianapolis, IN 46208, 317-916-7831Jhudson64@ivytech.edu	**PURDUE UNIVERSITY** Doug as W. Sabel Director, University Contracting Group and Procurement Operations Purchases Freehafer Hall W. Lafayette, IN 47907 765-494-4186 dwsabel@purdue.edu
UNIVERSITY OF SOUTHERN INDIANA David Goldenberg, P.A. 8600 University Boulevard Evansville, IN 47712 812-464-1799 goldenbe@usi.edu	**VINCENNES UNIVERSITY** Dan Martens Director of Procurement 1002 North First Street Vincennes, IN 47591 812.888.5736 dmartens@vinu.edu
UNIVERSITY OF NOTRE DAME Robert Michael Kelly Director, Procurement Services 711 Grace Hall Notre Dame, IN 46556 574-631-0979 Rkelly1@nd.edu	**BUTLER UNIVERSITY** Shelly Rabideau Purchasing Manager Butler University 4600 Sunset Ave. Indianapolis, IN 46208 317-940-8423 srabidea@butler.edu

DICTIONARY OF TERMS & PROCESSES

Automatic Purchase Orders (APO)
APO is an acronym for Automatic Purchase Order signifying a departmentally-created purchase order without direct participation from a member of the Purchasing Department. The requirements are:

       -the vendor was selected from the vendor file
       -there is no end date
       -the total is less than the dollar limit assigned to the department
       -the user has indicated that the items are not restricted
       -the department has given final approval.
       -the department has a printer that will support the forms

       See http://www.indiana.edu/~purchase/policies/apo.html.

Bid Bond
IU typically does not require vendors to submit bid bonds with their proposals or quotations. The University bears the cost of the bond as a part of the proposal process. Please see "Performance Bond" for more information.

Blanket Purchase Order (BPO) aka Recurring Orders
Blanket orders/Recurring Orders were used in the past to place an "open" order with suppliers. Due to the lack of controls, EPIC has redesigned the concept of a blanket order and encourages the creation of contracts with suppliers against which orders may be placed. In some instances a "blanket or recurring payment po" type of order must be created but documentation in EPIC should be complete and full for this type of document.

Board Reports
Non-competitive orders above $25,000.00 will require Board of Trustee reporting. These are to be addressed to the appropriate Vice President or Provost/Chancellor for your campus. The report and two copies of the report along with copies of the purchase order and any supporting correspondence (not copies of the RFP) shall be given to the Associate Vice President of the Office of Procurement Services for review prior to being submitted to the Vice President or Provost/Chancellor for your campus. Copies of the non-competitive reports shall be maintained within the group.

Some methods to assist you in establishing a benchmark price for "single source" (one example of a board reportable procurement) items are:
    o Historical-past price

o Published price
o Other public pricing – GSA, State Contracts, other
o Information exchange: NAEP listserv, CICPC, colleague exchange of
   information.

The Board Report is done in memo form, and under "subject," the following information should be shown:

Subject: Board Report
Req. # _____, Acct. # _____, Acct. Title_____
P.O. # _____
Requesting Dept. Name

A copy of all related documents, (i.e. purchase order, memo of justification, etc.) except quotation, must be attached to all copies of the Report.

Exceptions:
1.) Items for resale to the students or general public.
2.) Service/Maintenance/Parts by Manufacturer.
3.) Previously reported items with no substantial change.
4.) Professional services
     - Includes sub-contracts to other institutions, agencies, etc.
     - Acknowledged professions (medical, legal, academic, etc.)
     - Consulting services
     - Computing development services
     - Temporary personnel services
5.) Franchise, Copyright, Licenses
6.) Previously documented items that require standardization
7.) Contracted price agreements
8.) Dues and memberships
9.) Postage
10.)   Reprints
11.)   Real Estate Purchase/Lease
12.)   Conference/Hospitality
13.)   Construction
14.)   Utility
15.)   Grant Specified
16.)   Lowest Price
17.)   Sub-contracts

Budget Office Approval
Account numbers beginning with 0 through 29, and with 97, are accounts controlled by the Budget Office, and may or may not require their approval. Orders in EPIC will automatically route to the Budget Office for approval when required.

Business-to-Business (B2B)
B2B (business-to-business), in our context it is the exchange of goods/products, and services, between IU and businesses under contract to IU.

Capital Equipment
IU considers any equipment, furniture or single item capital equipment if its value is $5,000.00 or more. In the case of furniture and equipment pieces, if the combined unit of component parts is equal to $5,000.00 or more, then the unit in its entirety is considered capital equipment. Orders for capital equipment must have an object code in the 7000 series. Software, regardless of cost—unless we purchase the source code-- is not capitalized. Some lease agreements may be capital leases and should be referred to Capital Assets, FMS.

CICPC - Committee on Institutional Cooperation Purchasing Consortium (Big 10)
The CICPC is a purchasing consortium of eleven major teaching and research universities. The member institutions are the University of Chicago, the University of Illinois, Indiana University, the University of Iowa, the University of Michigan, Michigan State University, the University of Minnesota, Northwestern University, Pennsylvania State University, Purdue University, and the University of Wisconsin. This consortium operates under the auspices of the E&I Cooperative.

Competitive Quotations
Requisitions exceeding $5,000 should be competitively quoted by the Purchasing Departmental staff if they are not exceptions to this rule; contracts, franchise, professional services, sole source, or licensed software.   Orders exceeding $10,000.00 that are placed without competitive pricing require a report detailing the circumstances surrounding the order on the order note screens. All "sole source" orders, as well as "single quote received" orders, above $10,000.00 fall into this category.

Conflict Of Interest
A Conflict of Interest form must be completed and submitted to the Vice President for Administration for either 1) each transaction that may afford an IU employee, or his/her immediate family, personal gain from a purchase; or 2) an on-going interest in a business entity conducting business with IU that is owned

by an IU employee or his/her immediate family. See
http://www.indiana.edu/~purchase/policies/pdf/conofint.pdf.

Grants Administration Approval
Account numbers beginning with 40 through 59, are monitored by the Office of
Grants Administration. Purchase orders issued using these accounts may require
Grants Administration approval. Any Purchase Order approved by Purchasing
falling into this category will automatically route to Grants Administration for
approval.

Grants Administration Requirements
Oversight agency requirements:
a) Purchases on Federally Sponsored Funds must be made in accordance with
Circular A-21, Cost Principles for Educational Institutions (See US Government
web site http://www.whitehouse.gov/OMB/circulars/a021/a021.html) and
Financial Operations web site, (select Sponsored Programs),
http://www.umich.edu/~finops/ for A-21 Guidelines). Purchases for sponsored
projects must also comply with the specific project's requirements.
b) Foreign Vendors must be designated as such as part of the Vendor
Certification process. United States income tax may be required to be withheld.

Contracts & Grants Purchases Exceeding $100,000
Purchases on federally sponsored research funds must be made in accordance
with Circular A-21, Cost Principles for Educational Institutions (see
www.whitehouse.gov/omb/circulars/a021/a021.html and Federal Executive
Order 12549,
http://www.archives.gov/federal_register/codification/executive_order/12549.h
tml and https://www.epls.gov/. Consequently, transactions that are funded
from federal sources (accounts 42, 43, 46 and 48) must be cleared of federal
debarment before an award is made. In the event that the transaction
exceeds $100K, the supplier must provide a debarment certification affirmatively
stating that the supplier is not on the debarment list on the site above.

CWA (Communication Workers of America)
This is the union that represents the clerical and technical workers on the IU
campuses.

Debarred Vendors (Excluded Parties)
This is a federally maintained list of vendors that may not receive payment from
federally funded sources. A list of vendors and the agency responsible for the
debarment may be found here: https://www.epls.gov/. With the use of federal
funds in excess of $100k, you must validate and certify the supplier is not the

debarment list. Suppliers in this instance must provide a certificate from the supplier stating that they are not debarred.

Demonstration Equipment
From time to time, suppliers may offer equipment to faculty or staff to use for demonstration purposes or for testing purposes. In these instances, we should issue a $0.00 Purchase Order to the supplier identifying the value of the equipment, responsibility for shipment to IU and shipment back to the supplier, the date the equipment will be delivered and when it will be shipped back, who at IU is responsible for the equipment while on IU property. In the event that the equipment is of high dollar value, we should notify Risk Management. Any damage done to the equipment while on our premises will be handled by Risk Management and our self-insurance program. Any other pertinent information regarding the equipment should also be contained in the PO language.

Disbursement Vouchers
Financial Management Services (FMS) supports the disbursement voucher (DV) function that permits departments to submit receipts from faculty for reimbursement, to pay membership fees, and renewals for subscriptions. A DV issued to any vendor designated a PO-Type vendor will force approval from Purchasing. The routing for purchasing approval is a system design and does not require intervention from the requestor.

Disposition of Property- refer to the Surplus pages at IUPUI and IUB

Institutional Policy for Disposal and Redistribution of University Property:
IUB: http://www.indiana.edu/~purchase/policies/14_0.shtml
IUPUI: http://www.purchasing.iupui.edu/surplus/

Electronic Procurement and Invoice Center (EPIC)
EPIC is the electronic procurement system that replaced TOPS in the 2005-06 fiscal year for Indiana University. It consolidated the two procurement platforms TOPS used for electronic procurement and the B2B system.

Financial Management Services (FMS)
Accounts Payable, Payroll, Capital Assets, Tax Compliance Accounting and Treasurer are included in this department. See http://www.indiana.edu/~vpcfo/policies/.

<u>FIS</u>
This is the Financial Management Services on-line system. You will use the system to identify the correct contact in Contracts and Grants for a particular grant account, check on the status of "released" equipment and DV information. You may also check encumbrances booked on POs through FIS.   There is an on-line training segment for FIS on the FMS website, which will be known as KFS when KUALI is implemented in 2011.

<u>General Credit Letter</u>
In order to facilitate the numerous vendor requests to complete their application forms, a general letter dealing with University credit related data is periodically updated by the Treasurer's Office. You may find banking references for IU at: http://www.indiana.edu/~iutreas/bankreferences.html.

<u>Group Purchasing Organizations (GPO)</u>

- <u>Association of College Unions International (ACUI)</u>

- <u>Comm. On Institutional Coop Purchasing Consortium (CICPC)</u>

- <u>Educational & Institutional (E&I) Cooperative</u>
  Educational & Institutional Cooperative Service, Inc. (E&I) is a not-for-profit purchasing cooperative and sister organization to NAEP. It was organized more than sixty years ago by a small group of NAEP member institutions in upstate New York to allow them to take advantage of their combined purchasing power. The Cooperative has grown to include more than 1,500 colleges and universities, as well as over 240 health care institutions. See http://www.eandi.org/.

- <u>Med Assets</u>

- <u>Midwest Higher Ed Consortium (MHEC)</u>

- <u>Minnesota Multi State Consortium</u>

- <u>Novation/VHA</u>

- <u>The Quilt</u>

- <u>US Communities</u>

Indiana Open Records Act
Right of Public Inspection of Public Records. Any person may inspect and copy the public records of any public agency during the regular business hours of the agency. A request for inspection or copying must: (1) Identify with reasonable particularity the record being requested; and (2) Be, at the discretion of the agency, in writing on or in a form provided by the agency.

Indiana Minority Supplier Development Council
The Indiana Minority Supplier Development Council (IMSDC) is a non-profit, tax-exempt organization consisting of companies and public agencies from throughout the state. Members work together (with assistance of the IMSDC staff and board of directors) to increase the amount and quality of business transacted with minority-owned firms. Membership in the Council is a voluntary effort that demonstrates the initiative of the private sector concerning minority business opportunities.

Institutional Policies
There are a multitude of policies inclusive of the Purchasing Policies that guide many of our processes and procedures. You can find them on this website: http://www.indiana.edu/~purchase/policies/policies.shtml. It is imperative for you to learn the policies that relate to your commodity area. It is wise to familiarize yourself with the other policies as well.

Insurance Certificates From Vendors
On Purchase Orders that involve having a vendor do work for the University on University premises, i.e. construction, hood and duct cleaning, pest control service, movers, some types of consultants etc., we need to have a certificate of insurance and worker's compensation form made out by the vendor and sent to our office, prior to the start of work. You may find a document of Insurance & Indemnification requirements in S:/Common Files. If you have questions in the "General Liability" section of this form, i.e. five-million coverage or one-million coverage, please contact Risk Management.

Kuali
Kuali is the project name for a new financial system using community-source architecture. EPIC has been adopted by the Kuali Functional Council as a model for their procurement system. http://www.kualiproject.org/

Mail Lists (Electronic)

The Purchasing Department has created a General News Announcement mail list to communicate with members of the institution interested in EPIC, contracts, and purchasing related news. It is a moderated listserv however all purchasing staff can post to it for review and approval of posting a pur-purnews@listserv.indiana.edu. This is a nested list with the individual campus listservs inside it. When you post to it your email will be forwarded to all subscribers on the 7 campuses.

To post to an individual campus pur news listserv you would send your email to one of the following addresses:

- purnewsiupui@listserv.iupui.edu
- Pur-purnews-bl-l@listserv.indiana.edu
- Pur-purnews-ea-l@listserv.indiana.edu
- Pur-purnews-ko-l@listserv.indiana.edu
- Pur-purnews-nw-l@listserv.indiana.edu
- Pur-purnews-sb-l@listserv.indiana.edu
- Pur-purnews-se-l@listserv.indiana.edu

Material Safety Data Sheet (MSDS)

This form is required for products that we purchase that are composed of regulated materials. This form should be forwarded to Environmental Health and Safety. The MSDS database lists the components of a product and the chemical reference database provides more detailed profiles of these components. This database is updated regularly to maintain the most current regulations. It provides information on synonyms, specific gravity, hazard information, Uniform Fire Code and chemical properties/characteristics such as molecular weight, flash point and target organs.

MBE (Minority Business Enterprise)

A business may qualify for a MBE designation if it the minority ownership is 51% of the business and the minority is an African American, Asian American, Asian Pacific Islander, Hispanic American or a Native American. Purchasing Contract Managers should include at least one M/WBE on each quotation. You may find more information on http://www.indiana.edu/~busdiv/. If you need assistance identifying a minority, woman, or small business, please contact Loretta Gurnell, Director of Business Diversity at lgurnell@indiana.edu.

Modifying Structure or Appearance of Building or Campus

Requisitions for materials that will modify the structure or appearance of a building or the campus must be scrutinized. This includes attachment of furniture or furnishings to walls, installation of drapes or blinds, banners, etc. Any

requisition falling into this category should be referred to the University Architect's Office for review and approval before processing.

National Association of Educational Procurement (NAEP)
The National Association of Educational Procurement is the professional association serving procurement professionals in colleges and universities nationwide. NAEP was organized in 1921 to provide a forum where campus purchasing professionals might share valuable information. It is the professional association dedicated to serving higher education by providing those with purchasing responsibility with the specialized information they must have. Its mission is to advocate the development, exchange and practice of effective and ethical procurement principles and techniques within the higher education community, through continuing education, publications and networking opportunities. A Certified Purchasing Manager (C.P.M.) designation is awarded through the auspices of the Institute for Supply Management, http://www.ism.ws/). See http://www.naepnet.org//AM/Template.cfm?Section=Home.

Payment Terms
Specifies a period of time in which a buyer is allowed for payment for goods or services. IU tries to negotiate at least 30 days (Net 30) as minimum terms

DESCRIPTION
Net 20 Days
1% 5 Days Net 10
Net 7 Days
Net 10th Prox
Net 10 Days
Net 14 Days
Net 15 Days
Net 10th or 25th Prox
Net 21 Days
Net 25 Days
1/3 Prepaid Net 30
Net 45 Days
Net 60 Days
Net 30 Days
Net 5 Days

1/2% 10 Days Net 30

Payment to Individuals
Regarding payment to individuals - see
http://www.indiana.edu/~vpcfo/policies/payroll/home.html for general policies.
Refer to http://www.indiana.edu/~vpcfo/policies/payroll/iv-220.html specifically
to determine independent contractor status. Questions regarding the
appropriateness of payment method to an individual should be directed to the
Chief Accountant, FMS. If an individual is also an IU employee, this needs to be
scrutinized as to whether it violates FLSA and/or IRS regulations. Work with the
FMS Tax Area and/or HR.

Performance Bond
A Performance Bond may be included in contract language if there is a
concern regarding the contractor or suppliers performance. IU typically does
not require a "bid bond" in its Request for Proposals.

Price/Cost Analysis
- o Terms/Discounts
  - Payment
  - Quantity
  - Trade
  - Transportation
  - Consolidation
  - Delivery/Installation/Storage/Special Handling
  - Electronic Payment/Ordering
- o Warranty
- o Services
- o Environmental/Life Cycle
- o Considerations of Options
  - Lease vs. Buy
  - Standardization vs. Customization
  - Value Analysis
  - Quality
- o Legislated mandates regarding targeted groups, recycled materials,
  protected materials, etc.

Price Requests
Indiana University utilizes a number of different mechanisms to secure pricing
from suppliers. Please refer to the chart found in Appendix O at
http://www.indiana.edu/~purchase/policies/appendix.html.

We should make every attempt to include at least one MBE, WBE and/or SDB in each Request For Quotation (RFQ), Request For Information (RFI) and Request For Proposal (RFP). See the Director of Supplier of Diversity for assistance identifying MBE/WBE/SDB vendors for any solicitation.

Procedure for Handling Unidentified, Incoming Shipments Through Customs

You may receive calls and/or emails from a department who has a shipment that has arrived and needs to clear customs. Ideally, these arrangements should have been in place prior to the shipment's arrival, but if it should occur, you need to do the following:

1. Make the initial contact with our customs broker, CEVA Logistics (formerly known as Eagle Global Logistics), and make sure the requesting department is in the loop – email is handy for this.
2. CEVA will need certain pieces of critical information from the department regarding the shipment content (all imports are classified with a government tariff code). The department needs to supply this information.
3. Impress upon the department the importance of acting quickly, as U.S. Customs will only allow a shipment to remain docked for a few days before it is warehoused, and once that happens the university will be liable for a storage fee that accrues daily.
4. Instruct the department to prepare a purchase requisition to CEVA once they have provided them with a cost estimate of the duty and import fees.

Our CEVA contacts:

Leigh Francis	**Jill Sanchez**
Import Specialist IV - Entry Lead	Import Specialist IV
CEVA	CEVA - IND Station
2151 Airwest Drive	2151 Airwest Blvd
Plainfield, IN 46168	Plainfield IN 46168
USA	USA
Tel: 317.837.5725	Phone: 317.837.5713
Fax: 317.837.5727	Fax: 317.837.5727
leigh.francis@cevalogistics.com	jill.sanchez@cevalogistics.com
www.cevalogistics.com	www.cevalogistics.com

Purchase Order Audit Trail

Indiana University has an obligation to its constituents to provide an accurate audit trail of all its purchasing activities. To this end, all transactions will be properly coded and documented to identify compliance to state statutes federal laws and regulations, and Indiana University policies. Coding information may be found in the folder S:\Audit_Reports. Open the files named "Vendor Choice Code Use" and "Cost Source Decision Tree."

Redistribution List

We have created a Resource Redistribution Mail List to sanction and encourage the circulation of information related to available resource items *within the University*. It also allows a department to reach others by posting their needs for equipment and materials. Any University employee may subscribe to this list; you must be a member of this list before a message can be posted. Go to the following source to subscribe:

http://www.indiana.edu/~blpur/listserv/listserv.shtml

Request for Cash Receipt Voucher

When a check is received in our department from a vendor or an individual, and it is determined that the University is due the amount, take the check to the Purchasing Business Office with a check cover sheet that may be located at: Share/Financial Documents and Templates/ Check Cover Sheet with all of the appropriate information to make the deposit. If there is no purchase order number on the check, you may need to call the company to see which order or department the refund is to go. If they have only a department, find out why we are getting the refund and then contact the department to see into which account and income class the refund should be deposited. Make appropriate notes on whatever screen and/or documentation for your files.

Requisition Assignments

 Purchasing Contract Managers and Purchasing Assistants review incoming requisitions which appear on the EPIC "Purchasing Contract Manager Assignment Screen" and assign their respective orders onto their own requisition screens for processing to begin by members of their team. When a team member takes "ownership" of a requisition they will create a Purchase Order and in the General Description field on the DOC Info tab they will indicate their possession of the order by entering their full email address as the first text of that field. In this manner the department requestor will know who to contact regarding any status/questions or correspondence on this PO. This method also allows other members of the team to observe this order is assigned for processing by a specific team member.

<u>Signature Authority</u>
The Associate Vice President of the Office of Procurement Services and staff have the sole authority to commit the university in contracting for materials and services with the following authorized exceptions:
1. Real Estate
2. Major renovations and new construction of buildings
3. Resale items purchased by Indiana University Bookstore/Gift Centers
4. Books and other holdings for the libraries
5. Utilities (e.g., water, electricity)
6. Insurance
7. Contracts signed on behalf of the Board of Trustees by the Treasurer
8. IU Press
9. Travel

Please note that this list does not include the Vice Presidents, Deans or Department Chairs. See http://www.indiana.edu/~vpcfo/policies/treasurer/vi-100.html.

<u>Small Business Administration</u>
For information regarding the SBA, and vendors certified by the SBA, please see www.sba.gov. A link may also be found at the Supplier Diversity website at http://www.indiana.edu/~busdiv/. For additional questions, please contact the office of Supplier Diversity at lgurnell@indiana.edu.

<u>Sourcing Suppliers</u>
Supplier trade shows
IU Departmental representatives may provide some sources
Thomas Register
NAEP Listserv
Trade magazines/industry journals
Web searches
Previous RFQs or POs
Vendor visits

<u>Surplus Property</u>
See "Disposition of Property".

<u>Thomas Register</u>
Thomas Register is a source to find companies/manufacturers:
http://www.thomasregister.com/

Uniform Commercial Code
The UCC, Article2, is a codification of law that clarifies and regulates the rights and obligations of buyers and sellers engaging in commercial transactions. It has been adopted by all states except Louisiana.

WBE (Woman-owned Business Enterprise)
A business that is least 51% owned and operated by a female individual(s) with U.S. citizenship. Certification can be obtained through WBENC (Women's Business Enterprise National Council), State, or local agencies. For more information, see the Supplier Diversity website http://www.indiana.edu/~busdiv/.

Exempt Staff – in accordance with Fair Labor Standards Act (FLSA), position is exempt from overtime pay.

Non Exempt Staff – in accordance with Fair Labor Standards Act (FLSA) position is not exempt from overtime pay and hours worked over normal 40 hour work week must be paid over time.